

BROADWELL PARISH COUNCIL

Minutes of the Annual Meeting of Broadwell Parish Council held Wednesday May 6th 2026

Village Hall, Millbrook Ley, Broadwell

Present: Cllrs Tony Leonard (Chair), Emma Ashton, Rebecca Ross, Henry Kenner, Laurie Wilcox

Attending: Clerk Jane Carter, District Cllr David Cunningham

Apologies: Cllr Kate Burtonwood

Minute	AGENDA ITEMS
260506/1	Election of Chairman for 2026–27: Cllr Tony Leonard was proposed and unanimously elected as Chairman. Form of acceptance of office signed.
260506/2	Election of Vice Chairman for 2026–27: Cllr Kate Burtonwood was nominated in her absence and agreed in principle to serve. As she was not present to sign the form of acceptance, her election is to be ratified at the next meeting.
260506/3	Councillor Responsibilities 2026–27: The following lead responsibilities were agreed: Village Plan: Cllr Ross Local Plan Consultation: Cllr Burtonwood Highways and Maintenance: Clerk (liaison); councillors to assist with site meetings as available Finance: Cllr Ashton Planning: All councillors
260506/4	Apologies for Absence: Received and accepted from Cllr Burtonwood. County Councillor Daryl Corps. Kate Tweddle-Kearney absent.
260506/5	Declarations of Interest: No declarations were made.
260506/6	Approval of Minutes of Meeting held March 4th 2026: APPROVED as a true record and signed by the Chair.
260506/7	Reports from Cotswold District Councillor: District Councillor — Local Plan: CDC has withdrawn from the appeal against the refusal of 195 homes outside Moreton-in-Marsh (Bloor Homes application), having been advised of a high likelihood of losing. The appeal has proceeded without CDC; no decision has yet been made. The withdrawal reflects the absence of a valid five-year housing land supply under current government targets. Local Plan timetable: The Reg 18 consultation closed in February with over 3,600 responses. The Reg 19 draft is expected to be approved at a full CDC council meeting in late August 2026, with statutory consultation opening in early September for approximately six weeks. Submission to the Planning Inspectorate is targeted for December 2026. CDC has allocated £1 million to meeting this timetable. Until the plan is adopted, the district remains vulnerable to speculative development appeals. Members noted that the council’s village plan questionnaire evidence can and should be submitted as part of the Reg 19 response. Local Government Reorganisation: A single Gloucestershire unitary authority remains the most likely outcome, with 2028 as the target date for district councils to be dissolved. Neighbourhood groups of parishes would represent local interests under the new structure. Moreton-in-Marsh development: A proposal for approximately 140 homes near the A44 gritting depot is progressing. Members noted concerns about traffic impacts on local roads, including potential rat-running through Broadwell.
260506/8	Land Registry: Land registration: The Clerk confirmed she is pursuing registration of the land as discussed with the agents. It was agreed to add allotments to the scope of work.

	<p>Village Hall boundary: A discussion about the boundary between the Village Hall and Millbrook House concerning land adjacent to the stream and sheep dip was held. Members agreed the parish council has no known claim to the land in question. NOTED.</p>
260506/9	<p>Playground Equipment: The annual safety inspection report had been received and circulated. No concerns were identified. NOTED. The weekly reports were updated.</p>
260506/10	<p>Defibrillator — Grant Application: The grant application has been submitted. Awaiting outcome. NOTED.</p>
260506/11	<p>Mowing Arrangements 2026: The Clerk outlined a simple record-keeping arrangement for volunteer mowers to demonstrate health and safety risk assessments were in place. The Chair to introduce the Clerk to the volunteers' organiser to set up the arrangement.</p>
260506/12	<p>Fox Pub Car Park Lease: The Chair reported having written to the pub regarding the request to site tables and chairs on the front car park for the summer season and that permission would be needed and a formal application would need to be made to the council. No reply had been received. The lease payment of 50p (covering arrears) has been received and is to be paid into the council's account. The Clerk to issue a formal receipt. Members agreed the Clerk should write formally to the pub drawing attention to the condition of the vegetation overhanging the pond and the state of the car park, referencing residents' concerns raised at the meeting.</p>
260506/13	<p>Highways and Village Maintenance:</p> <p>Outstanding matters: The Clerk reported having spoken with the GCC highways engineer regarding the list of outstanding items. Members noted that progress is best managed by addressing items in sequence rather than all at once.</p> <p>Stones on highway verges: Members discussed stones placed on highway verges by residents. It was noted that where stones are on highways land, GCC can require their removal. Members noted that the stones may have some benefit in reducing verge erosion and protecting road edges, but that liability for any accident caused by a stone would rest with the individual householder.</p> <p>Village gates: Members agreed in principle to proceed with the installation of village gates at the two main entry points (Donnington crossroads approach and the Oddington road approach Estimated cost approximately £3,000 for two sets of gates plus signage. The Clerk to arrange for GCC to carry out a site survey and to enquire whether any highways funding is available. The matter is to return to the next meeting with costings.</p> <p>Bylaws — village green: Members noted that the village green is a registered village green and is therefore protected. Members agreed to reinstate the existing signs on the green and to address misuse informally where it arises.</p> <p>Chapel Street flooding: A resident raised ongoing drainage and flooding issues on Chapel Street, involving mismatched pipe capacities and blocked ditches. The Clerk was asked to follow up with the highways engineer following the site visit of March 13th 2026 and to request a progress update. The resident was asked to supply a drainage plan with What3Words references for the relevant locations to support the highways investigation.</p>
260506/14	<p>Finance:</p> <p>i) Bank statements (as circulated): APPROVED.</p> <p>ii) Bank reconciliation (as circulated): APPROVED.</p> <p>iii) Payments and receipts (as circulated) APPROVED. The addition of the audit fee of £180 to Per Pro Services was approved</p> <p>iv) End of year accounts 2025–26 (as circulated): NOTED and APPROVED.</p> <p>Investment of reserves: The Clerk was asked to investigate higher-interest options for the council's reserves</p>

	<p>v) VAT return April 2025 – March 2026: The Clerk noted the return will be submitted in due course. NOTED.</p> <p>vi) Annual insurance renewal: The Clerk reported a difference between the assets register and the current insurance schedule. The Clerk to review the assets register and recommend adjustments, including removing the war memorial stone and defibrillator from insured assets, and clarifying the position on the table tennis tables (donated to the village hall). The Clerk to circulate a revised assets register and liaise with the insurer. Members agreed to approve the renewal.</p>
260506/15	<p>AGAR — Annual Governance and Accountability Return, year ended 31 March 2026:</p> <p>To consider and approve the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026:</p> <p>a) To receive the Annual Internal Audit Report- Reviewed and Noted</p> <p>b) To approve and sign the Annual Governance Statement (Section 1). Approved and signed</p> <p>c) To approve the Accounting Statements (Section 2) and EOY accounts. Approved and signed</p> <p>d) To note the dates for the Notice of Public rights and Publication of unaudited AGAR Wednesday June 3 to July 14th Noted</p>
260506/16	<p>Planning Matters:</p> <p>Sydenham Farm — barn demolition and replacement dwelling: District Cllr Cunningham briefed members on an application relating to a barn at Sydenham Farm (within the parish boundary but outside the village settlement). The applicant is seeking to demolish an existing barn and replace it with a new dwelling, having previously obtained consent for a barn conversion. The clerk would circulate the application for consideration once received.</p>
260506/17	<p>Cotswolds District Local Plan Consultation (standing item):</p> <p>Biodiversity survey: Members considered the Cllr Burtonwood’s recommendation to commission a biodiversity survey from Wild Service at a cost of £2,400. Three quotes had been received. Members noted that a biodiversity baseline is required to support the village plan and any future neighbourhood plan, and that it will be used in any planning responses.</p> <p>APPROVED.</p>
260506/18	<p>Broadwell Village Plan Working Group (standing item):</p> <p>Cllr Ross reported that the next step was drafting a written report from the questionnaire responses. District Cllr Cunningham suggested members contact Bledington, who are carrying out a similar village plan and had expertise in both flooding and village planning.</p>
260506/19	<p>For Information Only:</p> <p>Telephone kiosk: A resident raised at the Parish Meeting that the paintwork on the village telephone kiosk is deteriorating with bare wood visible. The clerk would seek a contractor and quotes to carry out the work.</p> <p>Church renovation: A resident reported at the Parish Meeting that the diocese is requiring the church to install electric heating (under-pew heating) as the oil boiler reaches end of life, requiring three-phase electricity and a trench from the road. Additional works under consideration include a water supply, welfare facilities and a small community space. A questionnaire to residents will be circulated by the church. The council noted the update</p> <p>Tree branches: Overhanging branches on the approach to Donnington crossroads were noted as improved but not fully resolved. NOTED.</p>
260506/20	<p>Date of Next Meeting: Wednesday July 1st 2026.</p>

Approved By _____ Date _____